ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general supervision, assists City Executives with developing policies, conducting research, tracking projects, reviewing management reports and preparing related summaries; provides professional administrative assistance and support.

TASKS

Assists City Executives with developing policies, conducting research, tracking projects, reviewing management reports and preparing related summaries; provides professional administrative assistance and support; prepares staff reports, project reports and other assignments for City Council; reviews legislation and composes and types confidential correspondence to constituency members and legislative bodies; performs research and statistical analysis to complete assigned projects using periodicals, newspapers, journals and other resources; reviews and maintains mailing list; drafts, edits, proofs and reviews press releases, newsletters and reports for the Administration Department.

Assists in the maintenance of the calendar of events and activities for the Administration Department; coordinates and schedules meetings and appointments; reviews contracts and invoices and recommends payment; plans special City events and contacts speakers, presenters or vendors; assists in the response to inquiries and complaints from City staff and citizens.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of research and report preparation techniques

Knowledgeable of and proficient in operating a personal computer hardware and software packages Knowledgeable of event planning techniques and quality customer service methods

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in providing and following oral and written instructions in English

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Communications, Business or Public Administration or closely related field, **AND** five (5) years experience providing advanced level administrative support work in a local government **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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